

MILPERSMAN 1000-050

FINGERPRINTING PROCEDURES

Responsible Office	NAVPERSCOM (PERS-842)	Phone:	DSN	882-4445
			COM	(901) 874-4445
			FAX	882-2626

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC
---------------------------------------	------------------	-----------------

1. **Preparation.** Follow the below steps in preparation of fingerprinting an individual.

Step	Action
1	Gather the following items: <ul style="list-style-type: none">• Fingerprint or printer's ink.• Ink slab.• Appropriate fingerprint card or form (see MILPERSMAN 1000-040).• Rag cleaning solution.
2	Have the individual being fingerprinted wash their hands with soap and cold water so that they are free of dirt, grease and perspiration.
3	Have the individual being fingerprinted sign fingerprint card or form.
4	Apply a few small dabs of ink on the ink slab.
5	Thoroughly roll the ink back and forth on the slab until a thin, even film covers the surface. Caution: If too much ink is used, it will result in the obliteration of ridges. If too little ink is used, it will result in ridge impressions too light and too faint for tracing or counting.

(see next page)

2. **Rolled Impressions**. A rolled impression is made to show the entire friction surface of the finger or thumb, from the tip to 1/4 inch below the first joint. The large area provides all necessary ridge characteristics for correct classification. Follow the steps below to take a rolled impression.

Step	Action
1	Have the individual being fingerprinted relax and refrain from trying to help by exerting any pressure on the ink slab or fingerprint card or form.
2	Starting with the index finger on one hand, roll lightly from the left edge of the finger to the right edge of the finger on the ink slab.
3	Roll the finger on the fingerprint card or form from the right edge to the left edge, exerting only light pressure to provide a clear impression. Note: The roll is a single movement.
4	Repeat steps 1 through 3 for the rest of the fingers on both hands.
5	Roll thumb on one hand lightly from the right edge to the left edge on the ink slab.
6	Roll thumb on fingerprint card or form from left edge to the right edge, exerting only light pressure to provide a clear impression. Note: The roll is a single movement.
7	Repeat steps 5 and 6 for the other thumb.

Rule: A finger should be noted missing if any portion of it beyond the flexure of the first joint remains. The end of a mutilated finger, in all cases, should be inked and recorded as in the case of a perfect digit.

(see next page)

3. **Plain Impressions.** A plain impression is obtained by pressing the bulb of the finger, on the ink slab and then on paper in the same manner. The purpose is to verify the order of the rolled impressions and to show certain characteristics that are sometimes distorted in the rolled prints. Follow the steps below to take a plain impression.

Step	Action
1	Have the individual being fingerprinted hold their fingers straight and stiff and the hand level with the wrist.
2	Press all the fingers on one hand lightly on the ink slab, pressing the four fingers on it at a slight angle. Note: They should be showing the tips to 1/4 inch below the first joint.
3	The person taking the prints should grasp the wrist with one hand and press the fingers on the card with the other hand.
4	Repeat steps 1 through 3 for the other hand.
5	Press the thumb on one hand lightly on the ink slab.
6	Press thumb on the block next to the plain finger impressions.
7	Repeat steps 5 and 6 for the other thumb.
8	Clean hands thoroughly with cloth and cleaning solution.

Rule: A finger should be noted missing if any portion of it beyond the flexure of the first joint remains. The end of a mutilated finger, in all cases, should be inked and recorded as in the case of a perfect digit.